

SENATE RESEARCH ETHICS COMMITTEE

**Meeting No. 87 held on Thursday 14 December 2017
C103**

MINUTES

Attendance list

Composition		Membership	Initials	10/10/17	14/12/17	14/02/18	09/05/18	27/06/18
Chair		Professor Ron Douglas	RD	✓	✓			
Chairs of Local Research Ethics Committees (<i>ex officio</i>)	Business	Professor Paul Palmer	PP	A	✓			
	Health Sciences	Dr Nick Drey	ND	✓	✓			
	Computer Science	Professor Jason Dykes	JD	✓	✓			
	Engineering	Dr Justin Phillips	JP	Abs	Abs			
	Law	Dr Jesse Elvin	JE	N/M	✓			
	Learning, Enhancement & Development	Professor Pam Parker	PPa	A	✓			
	International Politics	Dr Alexander Lanoszka	AL	A	A			
	Social Sciences	Dr Simon Susen/Dr Diana Yeh	SS/DY	SS	DY			
Up to five members from the University's academic staff with expert knowledge		Dr Corinna Haenschel	CH	✓	A			
		Dr Lorna Ryan (Deputy-Chair)	LR	A	✓			
		Professor Alan Simpson	AS	A	✓			
Up to three external independent members		Andrew Halper	AH	✓	✓			
		Dr Liz Wright	LW	N/M	✓			
Information Compliance Officer (<i>ex officio</i>)		Caroline Llewellyn	CL	✓	✓			
Assistant HR Director, Health Service and Safety (<i>ex officio</i>)		Dr Christine Rajah	CR	✓	✓			
Up to two co-opted members		Professor Roland Petchey	RP	✓	✓			
Up to two research students		Ylva Baekstrom	YB	✓	A			
In attendance	Research Governance & Integrity Manager (Secretary)	Anna Ramberg	AR	✓	✓			

Key: ✓ = In Attendance A = Apologies N/M = Not a member R = Representative in attendance Abs = No apologies received

UNRESERVED BUSINESS

1. Apologies for absence

The Committee noted the apologies for absence and that CH had submitted a written review of study 12.1. The Committee also welcomed Dr Jesse Elvin, Chair of the Law School REC, and Dr Liz Wright, external member, to the Committee.

2. Declaration of conflict of interest

The Committee noted that RD was the PI of study 12.1 and had involvement with study 12.2. RD would therefore leave the room while the studies were discussed. It was agreed that LR would chair that part of the meeting.

3. Minutes

The minutes of the meeting held on 10 October 2017 were approved.

4. Matters Arising

i. Senate Research Ethics Committee Chair

The Committee noted that Senate had approved the appointment of Professor Peter Ayton as the incoming Chair at their meeting on 13 December 2017.

ii. City Research Ethics Hallway Pages

The Committee received a verbal update on the research ethics webpages and noted that it was expected they would be launched towards the middle of January. Some minor amendments were still required but the first phase was otherwise complete. Further pages would be developed next term. The Committee were pleased with the look and functionality of the new pages and thanked AR for all her hard work.

iii. Research Ethics Management Workflow System

The Committee received a verbal update on the progress of the procuring of an online research ethics management workflow system. The Committee noted that a project board, consisting of Professor Peter Ayton, John Montgomery and Anna Ramberg, had been established with Szabi Steiner supporting the board and managing the project. The tender was expected to go out the following week, with a deadline in the middle of January. The review of the systems would be undertaken by the Chair of SREC, AR, Szabi Steiner and a member of the IT Department. The group reviewing the systems should preferably also comprise of one user. AR had asked several members of staff but had not found someone willing so far. AR asked the local REC chairs to consider if anyone in their area might be suitable and ask if they would be willing to assist with the selection of the system.

iv. Departments of Engineering Research Ethics Committee

The Committee noted that RD and AR had met with the Dean and Associate Dean for Research in SMCSE to discuss the issue of the Departments of Engineering REC. The discussion had been productive and a consensus for how to move forward had been reached. Appropriate application processes would be developed and training for committee members and staff signing off low risk project would be provided.

v. Terms of Reference, Composition and Membership

The Committee noted that AR had discussed the terms of reference, composition and membership with the College Secretary and that the following had been agreed to take forward with the new chair:

- **Terms of Reference, Senate Research Ethics Committee**

SREC would look at the equality and diversity of the Committee, as well as the possibility of increasing its lay membership, including inviting members from Council and the Imam. It would also look at its reporting lines and quoracy (which might differ for decisions on business issues and for research ethics applications).

- **Chair, Senate Research Ethics Committee**

A role profile for the Chair (already exists for other members of the Committee) would be developed.

- **Composition, local Research Ethics Committees**

Consider introducing term limits not just for SREC members/chairs but also for local RECs and to increasing lay membership on local RECs.

It was suggested that local RECs would be asked to provide information on equality and diversity and on how this was ensured in their annual reports to SREC.

Items for Information

5. To note Chair's Actions/Committee approval by distribution to approve the following research proposals since the last meeting:

"Applications of direct spectrophotometric techniques in the near infrared region to determine the hydration levels of the Stratum Corneum based on in vitro and in vivo studies on porcine and human skin" by P Kyriacou et al

"Investigation of cardiovascular, haemodynamic and perfusion responses using multiple non-invasive monitoring devices" by P Kyriacou et al

"The global pilot shortage: Why choose a career as a pilot?" by S Sapra & B Van de Steene

6. To note the request from the Committee for a resubmission of the following project:

There were no projects to note.

7. To note amendments/extensions to existing projects:

There were no projects to note.

8. To note that the projects listed below had been approved to carry out research at City or on City students/staff

There were no projects to note.

9. To note that the projects listed below had been approved by the Health Research Authority

There were no projects to note.

10. To note any outstanding projects

“Applications of direct spectrophotometric techniques in the visible and near infrared region to monitor shock by determining blood lactate and haemodynamic parameters in in vitro and in vivo studies on human volunteers” by P Kyriacou et al

11. To note any withdrawn projects

There were no projects to note.

Items for Approval

12. To consider the following proposal from the Department of Optometry & Visual Science, School of Health Sciences

Lead: Dr Corinna Haenschel (review provided by email)

“Visual pigment regeneration in teleost fish” by R Douglas

The Committee received the above application. The Committee asked the applicant to clarify the issue listed in appendix 1. The Committee was content with the response and the application was approved.

To consider the following extension request from the Departments of Engineering, School of Mathematics, Computer Science and Engineering

Lead: Dr Lorna Ryan

“Improved Healing by combining **Optical** and **Electrical Stimulation of Nerves (HOPEs)**” by I Triantis

The Committee received the above application. The Committee was content that that Chair’s action could be taken to approve the application, subject to the clarification/amendments listed in appendix 2.

The Committee noted that in order to review research involving animals members would have had to have undertaken the training on reviewing research involving animals. Five members in attendance had undertaken the training and the review of the two applications above could therefore take place. Other members were able to raise questions but would not be eligible for a vote.

The Committee agreed that a second training session would have to take place so that new members and members who had not been able to attend the training the first time could undertake the training. It was also agreed that members would have to complete the training every two years in order to continue to be eligible for reviewing research involving animals.

Items for Discussion

13. Concordat to Support Research Integrity Self-Assessment

The Committee received the outcome of the Concordat to Support Research Integrity self-assessment. AR explained that the Research Governance & Integrity Committee was responsible for ensuring compliance with the Concordat. However, the self-assessment had highlighted a number of areas where City currently lacked policies, some of which concerned research ethics. It would therefore be useful to discuss these with SREC to help establish in which areas policies should be developed.

The Committee briefly discussed the need for the appointment of an individual responsible for the oversight of clinical trials, including training for staff undertaking clinical trials. It was also noted that a process for signing off NHS REC applications would have to be established as there was currently little engagement with the process in some areas. AR would be looking at this next term. CR added that the Health & Safety Office was producing information and guidance on biological safety. This would be made available online once completed.

The Committee was asked to send any further comments of the self-assessment to AR by mid-January.

14. Local research ethics training provision

The Committee noted the information received from a number of local RECs about the local research ethics training provision available in each area. In many areas there was no training for applicants or for REC members. The Committee agreed that all members of staff reviewing ethics applications undertake training before joining a REC. This would include programme directors/supervisors signing off on low risk student applications. The training should preferably be online and the same training should be used by all areas to ensure that it was consistent across the institution. AR would be looking at this next term.

The Committee also noted that the Research Governance & Integrity Committee was looking at training provision and requirements as part of their remit and that there may be an overlap between the two Committees. AR would discuss with the chairs of the Committees the most appropriate way to take this forward to ensure that there was as little overlap as possible and clear lines of responsibility.

15. Annual Research Ethics Committee Reports

The Committee noted that the annual reports from the following local Research Ethics Committees were still outstanding:

- Department of Economics, SASS
- Department of Engineering, SMCSE

16. Minutes of local Research Ethics Committees

The Committee noted the minutes of School and selected Departmental Research Ethics Committees:

- Cass Business School
- School of Health Sciences

17. Institutional Review Board

There was no business to note.

18. Any Other Business

i. Draft Policy on Research Involving Children

The Committee were asked to send comments on the draft policy on research involving children to ND. The Committee noted that the policy would then need to go through the correct approval processes before it could be implemented. The Committee also noted that guidance for the research ethics webpages on best practice for research involving children was still required.

ACTION: ND to circulate the document to the Committee.

19. Date of next meeting:

Wednesday 14 February 2018, 1:30pm, E214

Wednesday 09 May 2018, 2pm, AG01

Wednesday 27 June 2018, 2pm, AG01

Secretary: Anna Ramberg

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